

DIANNE MCINTOSH

ACTIVE SECRET CLEARANCE

WEB / GRAPHIC DESIGNER & INTERNET MARKETER

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SUMMARY

Enthusiastic web/graphic designer & Internet marketer with experience building WordPress, Drupal, and Joomla driven websites, HTML5, CSS3, various web scripting technologies, web standards and project management. Highly skilled in marketing techniques, product development, SEO, as well as conceptual innovative design solutions for print and web applications. I am creative, articulate, organized and strive to constantly learn new techniques, software and standards in my field.

SKILLS

Responsive Web Design, Digital Photography, Typography, User Interface Design, Brand Development, Multi-media Marketing, Print Layout, Logo Design, Identity Branding, Image Manipulation, Knowledge of Market Trends, Promotional Campaigns, Search Engine Optimization, Web 2.0 and Internet Marketing.

LANGUAGES

(X)HTML, HTML5, CSS, CSS3, PHP, JavaScript, jQuery, Action Script.

SOFTWARE

Adobe CS3- CS6 (Photoshop, Illustrator, In-design, Flash, Dreamweaver), Adobe Acrobat Professional, Adobe Lightroom, QuarkXpress, Microsoft Office (PowerPoint, Word, Excel, Publisher, Outlook), Google Analytics, Wordpress.

OPERATING SYSTEM

Windows and MacIntosh

PROFESSIONAL EXPERIENCE

Obsidian Solutions Group

2012 – Present

Newport News, VA

Web Designer

- An official U.S. Army Webmaster for the social culture military program, Human Terrain System, TRADOC-G2. Located at <http://hts.army.mil>.
- Managed and tracked over 50 projects through SharePoint portal sites.
- Created custom unique graphical elements for various SharePoint portals to include the Cultural Knowledge Consortium. Located at <https://ckc.army.mil>.
- Contributed in creating user interface (UI) and user experience (UX) designs for interactive and online platforms for multiple HTS Knowledge Management / Informational Technology projects.
- Drafted the governance and policy documents for both the public website and social media campaigns.
- Designed, constructed, and currently administer the organization's public website. Redesign resulted in over 10,000 hits in 6 months. Improving web traffic by 90%.
- As the HTS webmaster I am solely responsible for:
 - Creating, maintaining and publishing written and visual content to the website.
 - Responding to public inquires regarding the website.
 - Maintaining the program's social media accounts.
 - Ensuring all DoD & Army regulations, policies and procedures are being met and exceeds standard.
 - Creating web graphics and elements.
 - Subject matter expert on the HTS Web Management Team.
 - Designed in HTML, PHP, CSS and Javascript.

Freelance

2007 – Present

Various Locations

Internet Marketer | Photographer | Web and Graphic Designer

- Designed custom print and computer graphics; using state-of-the art graphics computer systems.
- Develop user interface (UI) and user experience (UX) designs.
- Work with Search Engine Optimization techniques.
- Design custom website on various platforms, to include Wordpress, Drupla, Joomla, and HTML/CSS.
- Currently manage 6 servers and 8 websites. Ranging from non-profits to government contacts.
- Provide information via phone, email and social media outlets.
- Manage invoices, account receivable and company funds.
- Package and mail client's products.
- Manage and organize client's information.
- FTP file management.

Our365

2010 - 2011

Fayetteville, NC

Newborn Photographer

- Newborn photographer for the nation's leading newborn photography company.
- Captured over 175 lifelong memories through highly dynamic portraits.
- Provided customer service and sale, resulting in over \$5000 in 4 months.
- Handling and depositing payment transactions and filing sales reports.
- Complied with hospital regulations regarding patient privacy, HIPAA, security, sanitation, and infection control.

United States Army

2002 - 2005

Various Locations

Intelligence Analyst

- Held a Top Secret – SCI.
- Tabulated and maintained personal records, documents and filing system.
- Composed intelligence summaries, corrected grammar, spelling, and punctuation.
- Responsible of logging and issuing key control.
- Answering and directing phone calls.
- Researching and analyzing important information.
- Entered clerical information in a prompt and professional manner.
- Briefed high-ranking officials.
- Prepared security clearances and perform security checks.
- Photocopied, faxed, digitally sent files and documents as needed.
- Monitored classified, secret, and top-secret message traffic.
- Provided warning indicators to support safety and security of an Asian Pacific partner.
- Awarded two Army Achievement Medals and an Army Commendation Medal.

EDUCATION

2012 – 2014

International Academy of Design & Technology

Bachelors of Science, Internet Marketing

- President's List 4.0 GPA

2007 - 2009

International Academy of Design & Technology

Associates of Science, Graphic Design

- President's List 4.0 GPA
- Graduated Summa Cum Laude

VOLUNTEER

2013 – Present

Hafaza International Inc.

Non-profit Organization

Board of Directors

2012 - Present

Boy Scouts of America

Pack 100 Williamsburg, VA

Webmaster